

# **Guidelines for Preparing a CONSUMER CONFIDENCE REPORT For 2009**

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## **1) INTRODUCTION**

All **community water systems** are required to provide their customers with an annual drinking water report known as a Consumer Confidence Report (CCR).

**This web site has two documents designed to help in the production of your CCR:**

1) This document, “Instructions for Preparing Your Consumer Confidence Report,” instructs you on how to produce a CCR.

and

2) The “2009 CCR Template,” a separate document located on this web site, is the template that will become the actual CCR.

You may use, download and copy both of these documents for use in the preparation of your CCR.

If you don’t want to use the above documents, you can try “CCR/Writer,” prepared by the US Environmental Protection Agency, at <http://www.ccriwriter.com/> or you can request to receive an I-writer CD by calling the Safe Drinking Water Hotline at 1-800-426-4791.

## 2) GENERAL REQUIREMENTS OF THE CCR

**Every community water system is required to produce a yearly CCR (Ws-Env 352) and distribute that CCR to its customers no later than July 1, 2009.** You must also send a copy of the CCR to the DES Drinking Water and Groundwater Bureau (DWGB) no later than July 1, 2009.

**In addition, you must send a completed “2009 CCR Certification Form” to the DWGB no later than October 1, 2009.** The “2009 CCR Certification Form” is located at the last page of this document.

Finally, you must make the CCR available to any member of the public who requests it, and keep a copy of each year’s CCR on file for a minimum of five years.

**Each CCR must, at a minimum, include:**

- The name and telephone number of a contact person from the water system and information on public participation opportunities for water system customers (*to be entered by you onto the CCR template*).
- The type, name, description and general location of water system’s sources (*to be entered by you onto the CCR template*).
- Availability and summary of the water system’s source water assessment (*to be entered by you onto the CCR template*).
- Definitions of MCL, MCLG, TT, AL, and others as needed. Definitions and abbreviations are included on the CCR template and have already been done for you.
- A table that shows the amount of a contaminant (only when that contaminant is detected) and required language about its possible source and health effects (when it exceeds the MCL). The required source and health effects language have been included on the CCR template (*you must insert the amount detected for each contaminant on the template that has a detection*).
- Explanation of contaminants and their presence in drinking water. This material has been included on the CCR template and has already been done for you.
- Explanation of violations, their effects, and steps taken to correct them (*to be entered by you onto the CCR template*).

## 3) WATER QUALITY RESULTS

To produce your CCR you will need to use the water quality results for the contaminants listed on the template. **Don’t use results from 2009 or results that are more than five years old.** If you have not saved your water quality results, you will need to obtain them from the laboratory that analyzed the samples.

For samples analyzed by the NH DES Laboratory, you can go to [www.des.nh.gov](http://www.des.nh.gov) and then click on “One Stop Data,” then go to “One Stop Data Retrieval,” then click on “Public Water Systems,” then enter your water system’s seven digit EPA number, then under “Reports” click on the H<sub>2</sub>O icon, from there you can retrieve the water system’s water quality results. Please note that this site only provides water quality results for contaminants that have been processed by the DES Laboratory.

#### **4) USING THE “CCR TEMPLATE” TO PRODUCE YOUR CCR**

The “2009 CCR Template” document can be used to create a CCR specifically tailored to your water system. This document is located on the Drinking Water and Groundwater Bureau’s web site under the name of “2009 CRR Template.” You can download the “2009 CCR Template” onto your computer, make a copy and use that copy for producing your CCR. Pages 7-8 of this document will explain how to enter and delete required information to the template.

##### **COVER PAGE FOR YOUR CCR (or Page 1 of the Template)**

The cover page is required and will become page one of your CCR and includes the following sections:

**Water System Name:** Start with inserting the name of your water system in the space just below the title “Water Quality Report – 2009” located on page 1 of the CCR template.

**“What is the source of my water?”** In this part of the template explain the type of source(s) of the water you provide (ground water and/or surface water) and their general location(s).

Example: The water provided to you by the ABC Water Company comes from two bedrock wells. Well number one is approximately 250 feet deep and produces 22 GPM, while well number two is approximately 200 feet deep and produces 18 GPM. Well number one is located next to the tennis court and well number two is located in the field west of the pump house.

**“Why are contaminants in my water?”** In this section the required language has already been included in the CCR template for you.

**“How can I get involved?”** In this section you must inform your customers who they can contact and how they can obtain information about the water system. *You are required to insert the following information:*

The name of a person from the water system (with telephone number and times they can be contacted) that customers can contact when they have questions about the water system.

The dates, times and location of any regularly scheduled board, commissioner or business meetings that can be attended by your customers. When regularly scheduled meetings are not available, you will need to inform your customers where they can obtain information on where meetings about the water system will be held.

**“Violations, Treatment and Other Information”** You can use this section of the template to include information on violations, treatment processes and other items of interest.

*If during 2008 your water system received any MCL or other violation(s) from the DWGB, the 2009 CCR is required to include:*

- A clear explanation of each violation.
- An explanation of any potential health effects.
- The length of the violation(s).
- What steps the water system has taken and will take to correct the violation(s).

Also if your water system uses a treatment process, briefly explain the type of treatment it is and what it is designed to treat for.

**“Do I Need to Take Special Precautions?”** In this section, the required language has already been included in the template.

**“Definitions”** In this section, the required language for the definitions has already been included in the template.

**“Abbreviations”** In this section, the required language for the abbreviations has already been included in the template.

**“Sample Dates”** This information has already been included in the template.

**“Turbidity”** Information explaining why turbidity is measured has been included for surface water systems.

## **INSERTING DETECTED WATER QUALITY RESULTS**

The next portion of this section of the template is used to report the detected level of contaminants. Please note that there are 82 required contaminants included in the template that must be reviewed for detections, and when a detection occurs, it must then be reported. However, some contaminants that you have sampled, and were detected, are not included on the template (such as iron, manganese, pH, alkalinity and others) and should not be included in your CCR. **Only contaminants listed on the template should be reported on your CCR.**

**This water quality portion of the template is divided into five sections consisting of five general groups of contaminants and seven category columns:**

### **The Five Groups of Contaminants Include:**

- 1) Microbiological – 4 Contaminants
- 2) Radioactive – 4 Contaminants
- 3) Inorganic – 16 Contaminants
- 4) Synthetic Organic – 29 Contaminants
- 5) Volatile – 29 Contaminants

**The Seven Category Columns are (from left to right):**

- 1) Contaminant and Units of Measurement
- 2) Level Detected (*you will insert detected values*)
- 3) MCL
- 4) MCLG
- 5) Violation Yes/No (*you will insert yes or no*)
- 6) Health Effects of Contaminant

To complete this portion of the template **you only need to enter information into column 2 entitled “Level Detected” and column 5 entitled “Violation Yes/No.”** All other columns (1, 3, 4, 6 and 7) are complete and you should not add any information to them, although at times you may need to delete certain information from column seven. In summary:

**1) Column One - Contaminant (Units)**

Column one lists each required contaminant and its unit of measurement.

**2) Column Two – Level Detected**

This column requires that you enter a value only when a contaminant is detected. A detected contaminant is any contaminant with a laboratory analysis value at or above its minimum detection limit. For example, if your laboratory analysis report shows an arsenic level of 4 ppb you would enter the number 4 into the “Level Detected” column in the arsenic row of the template. However, if the laboratory result showed no detection for arsenic [i.e. (BDL, Below Detectable Limit) (nd, not detectable at testing limits) (< .001 mg/l, < .005 mg/l etc.)], you would delete the entire horizontal arsenic row in the template (see pages 7- 8 for how to delete a row). Please note that this CCR template has 82 horizontal rows of contaminants (as required by EPA). However, just because a contaminant is listed in the template does not mean you will include it in your CCR. You will add values in column two for only those contaminants that have been detected. In fact **any contaminant that was not detected will (must) have its entire horizontal row deleted from the CCR template.** On average, most community water systems in New Hampshire will have only four to six detected contaminants. Most of the 82 listed contaminants will not be detected. Since all undetected contaminants must have their corresponding rows deleted (from the template) a completed CCR should, in most cases, be only two or three pages in length.

Only report the most recent detected results in your CCR. Do not use results from 2009 or results more than five years old. Results taken before 2008 should have the date they were sampled included in the column just below the value you entered for the detected contaminant. Detected contaminant results taken in 2008 don’t need to have a date entered. For example, if there was a detected value for Antimony of 3 ppb and the sample was taken on June 20, 2005, you would enter the value of 3 and then enter June 20, 2005 under that value in column two. However, if you had taken a sample in June 20, 2008 for Antimony and there was a detection of 3 ppb, you would only need to enter the value of 3 and not the date.

When a contaminant has been detected more than once, (in the year of its most recent results 2008) you will need to insert its average and range. The words **average** and **range** should be entered under their corresponding values.

Detected contaminant results entered in column two must be, for the most part, entered as whole numbers such as ppm, ppb or ppt and not in mg/l or ug/l. You should review the “**Conversion Chart**” (pages 9-11) to insure that the detected value(s) reported by the laboratory are reported in your CCR in the same unit of measurement as shown in column one of the template. In addition, lead and/or copper results must be reported as 90<sup>th</sup> percentile values. You may contact Richard Thayer at (603) 271-2950 or [richard.thayer@des.nh.gov](mailto:richard.thayer@des.nh.gov) , if you need help in determining their 90<sup>th</sup> percentile values.

### **Column Three - MCL**

Column three lists the MCL (Maximum Contaminant Level) of each contaminant.

### **Column Four – MCLG**

Column four lists the MCLG (Maximum Contaminant Level Goal) for each contaminant.

### **Column Five – Violation YES/NO**

**Once you have entered a value for a detected contaminant in column two you must then enter the word YES or NO in column five.** You will enter “**YES**” when the detected value of the contaminant was greater than the MCL as listed in column three. When the value for a detected contaminant is equal to or less than the MCL, you will enter “**NO.**” When “**YES**” is entered, you will need to briefly explain the violation and what is being done to correct it. This information should be entered on the template’s cover page (page 1) in the section entitled “Violation and Other Information.” In addition, when you enter Yes for a contaminant you must leave the health effects language for that contaminant as explained in column seven (see column seven below).

### **Column Six - Likely Source of Contaminant**

Column six lists the likely source for each contaminant.

### **Column Seven - Health Effects of Contaminant**

Column seven provides health effects language for each of the 82 listed contaminants. This required language can not be changed. When you have a detected contaminant that has a value greater than its MCL (as shown in column three) you are required to keep the health effects language located in column seven as part of your CCR. However, if a detected contaminant has a value equal to or below the MCL you are allowed to delete the health effects language for that contaminant (Pages 7- 8 explain how to delete the health effects box for a contaminant). In the past, some water systems have decided to leave the health effects language in for contaminants having detection values below the MCL. You are allowed to do this but you are not required to

do so. The choice is yours.

Most contaminants listed in the template have only one health effects statement listed in column seven. However **arsenic**, **lead** and **nitrate** each have two different health effects statements listed in the template. For these three contaminants, one or the other health effects statement is to be used depending upon the amount of contaminant present. For example, when **arsenic** is detected above 5 ppb but at or below 10 ppb one health effects statement is required but when arsenic is above 10 ppb a different health effects statement is required. With a detected value below 5ppm no health effects statement is required. When **lead** is above the action level (15 ppb) in more than 5 percent, but less than 10 percent, of the samples (this applies only to water systems that sampled more than 20 sites for one round of sampling), one health effects statement is required. Any water system having a 90<sup>th</sup> percentile value above 15 ppb requires the other health effects statement. When your lead results don't fit into either of these situations, no health effects information is required. For **nitrate**, a detected level above 5 ppm but below 10 ppm requires one health effects statement while a level greater than 10 ppm requires a different statement and a level below 5 ppm requires no statement be used. Pages 7- 8 explain how to delete a health effects statement. Again, when any of these three contaminants have a detection value below the value requiring either health effects statement the value for the detected contaminant must still be entered into column two, but no health effects statement is required. Finally, when any of these three contaminants is undetected its entire horizontal row must be deleted, as with any undetected contaminant.

## **ADDITIONAL REQUIRED ITEMS SECTION OF YOUR CCR**

The items below are located just after the “Detected Water Quality Results” portion of the template. They are:

**Description of Drinking Water Contaminants** is a descriptive section of the template that is required to be part of your CCR. This information has been completed for you. You do not need to change any of the material as worded.

**Source Water Assessment Summaries** must be completed for each source and must be included in your CCR. You will need to use the latest copy of your water system's source water assessment summary from the DWGB. If you do not have a copy you can go to <http://des.nh.gov/organization/divisions/water/dwgb/dwspp/dwsap.htm>. When you click on to this link it comes up to “Source Assessment Reports”. Then go to “Related Documents” and click on “View Completed Source Assessment Reports.” Then click on “Part 1 – Viewing an Assessment Table by Town” and then click on your town and locate your water system's report.

To complete this part of the template you need to enter data only in the portions that are bracketed by parentheses. First, enter the date the report was prepared. Then enter the source description (example: well one, the north well). Next, using the information in Part 2 of your assessment report enter the high, medium and low susceptibility values for each source. Please note that the template includes three set ups for you enough for three sources. If you have less than three sources delete the set ups you don't use. If you have more than three sources add additional set ups as needed. Finally, you will need to enter the name of a water system contact

person, telephone number and water system office in the areas provided.

If you have any questions about your assessment report you may contact the DWGB at (603) 271-2513 or (603) 271-3139.

## **OTHER DETECTED CONTAMINANTS**

For detected contaminants that are not shown on the CCR template (e.g., iron, manganese, pH, calcium and other unregulated contaminants) you are **not required** to report them on your CCR. However, if you want to include results for any unregulated contaminant you may do so on a separate section or page of your CCR.

## **5) COMPUTER TECHNIQUES FOR THE CCR TEMPLATE**

**The “2009 CCR Template” document is in Microsoft Word.**

**When entering the name of the water system on the Cover Page (page one).** Enter the water system’s name just below the title “Water Quality Report 2009.”

**When completing page one, the Cover Page.** When you enter information into the cover page’s sections (What is the source of my water? How can I get Involved? Violations and Other Information), the section blocks will automatically expand in proportion to the amount of information you enter.

**When deleting the MRDLG, MRDL, NTU and Turbidity definitions from page one of the template.** If your water system does not chlorinate and/or use surface water you can delete these terms. To delete any of these terms just highlight the parameter you want deleted and hit the delete button, or put the cursor at the end of the sentence you want deleted and then use the backspace key.

**When adding detected contaminant values and “Yes or No” statement in columns two and five.** Insert the value of a detected contaminant by moving the cursor to column two of the contaminant’s row and enter the contaminant’s value. The same process would be used to enter either Yes or No in column five. If you need to enter the date under the contaminant value, in column two, double click to get to the next line in the box and then enter the date. This process would also apply to entering the words “average” and “range.” The box can’t exceed eight characters (example: 02/02/06).

**When deleting a horizontal row for an undetected contaminant.** Go to the row you want to delete and click on the row with your cursor. Then go to the “Table” tab on the menu bar at the top of the screen, then go to “Delete,” then go to “Rows,” and click or highlight the entire row and hit the delete button.

**When choosing one health effect statement for arsenic, lead and nitrate in column seven.** Once you determine the correct health effects statement, you will need to delete the other health



effects statement by highlighting it and then hitting the delete button. Another method would be to put the cursor at the end of the sentence you want deleted and then use the backspace key.

**When deleting health effects language in column seven.** When a detected contaminant does not exceed the MCL you can delete the health effects language by highlighting the words in the cell for that contaminant's row and hit the delete button. Another method would be to put the cursor at the end of the sentence you want deleted and then use the backspace key. Finally, **when all** your detected contaminants have detected values below their respective MCL you can delete the entire 'Health Effects' column for those contaminants by first clicking in the column with the cursor. Next go to the icon at the top of the screen titled "Table" and then go to "Delete" and then go to "Columns" and click.

**When completing the Source Water Protection Assessment portion of the template.** This portion of the CCR template is located at the end of the template. You will enter data between the parentheses for each source you are reporting. Delete the existing words in the parentheses and then enter the correct information as required.

**When printing your completed CCR** you may use either in the Landscape or Portrait orientation.

The choice is yours.

## 6) CONVERTING DETECTION VALUES TO WHOLE NUMBERS

### CONVERSION CHART

TEST RESULTS					
Contaminant	MCL in compliance units (mg/L)	Multiply by....	Unit Meas.	MCLG	MCL
<b>Microbiological Contaminants</b>					
Total Coliform Bacteria	--	--	--	0	> 40 samples is 5% positive < 40 samples is one positive monthly sample
Turbidity	--	--	--	n/a	TT (NTU)
Fecal coliform and <i>E coli</i>	--	--	--	0	0
<b>Radioactive Contaminants</b>					
Beta/photon emitters	4 mrem/yr	--	Mrem/yr	0	4
Gross Alpha	15 pCi/L	--	pCi/L	0	15
<b>Uranium</b> To change units from ug/L to pCi/L divide the ug/L units by 1.5	30 ug/L	--	ug/L	0	30
Radon	pCi/L	--	pCi/L	None	None
Combined radium	5 pCi/L	--	pCi/L	0	5
<b>Inorganic Contaminants</b>					
Antimony	.006	1,000	Ppb	6	6
Arsenic	.01	1,000	Ppb	0	10
Asbestos	7 MFL	--	MFL	7	7
Barium	2	--	Ppm	2	2
Beryllium	.004	1,000	Ppb	4	4
Cadmium	.005	1,000	Ppb	5	5
Chromium	.1	1,000	Ppb	100	100
Copper	AL=1.3	--	Ppm	1.3	AL=1.3
Cyanide	.2	1,000	Ppb	200	200
Fluoride	4	--	Ppm	4	4
Lead	AL=.015	1,000	Ppb	0	AL=15
Mercury (inorganic)	.002	1,000	Ppb	2	2
Nitrate (as Nitrogen)	10	--	Ppm	10	10

Nitrite (as Nitrogen)	1	--	Ppm	1	1
Selenium	.05	1,000	Ppb	50	50
Thallium	.002	1,000	Ppb	0.5	2

### **Synthetic Organic Contaminants including Pesticides and Herbicides**

2,4-D	.07	1,000	Ppb	70	70
2,4,5-TP (Silvex)	.05	1,000	Ppb	50	50
Acrylamid	-----	--	TT	0	TT
Alachlor	.002	1,000	Ppb	0	2
Atrazine	.003	1,000	Ppb	3	3
Benzo(a)pyrene (PAH)	.0002	1,000,000	Ppt	0	200
Carborfuran	.04	1,000	Ppb	40	40
Chlordane	.002	1,000	Ppb	0	2
Dalapon	.2	1,000	Ppb	200	200
Di(2-ethylhexyl) adipate	.4	1,000	Ppb	400	400
Di(2-ethylhexyl) phthalate	.006	1,000	Ppb	0	6
Dibromochloropropane	.0002	1,000,000	Ppt	0	200
Dinoseb	.007	1,000	Ppb	7	7
Diquat	.02	1,000	Ppb	20	20
Dioxin [2,3,7,8-TCDD]	.00000003	1,000,000,000	Ppq	0	30
Endothall	.1	1,000	Ppb	100	100
Endrin	.002	1,000	Ppb	2	2
Epichlorohydrin	----	--	--	0	TT
Ethylene dibromide	.00005	1,000,000	Ppt	0	50
Glyphosate	.7	1,000	Ppb	700	700
Heptachlor	.0004	1,000,000	Ppt	0	400
Heptachlor epoxide	.0002	1,000,000	Ppt	0	200
Hexachlorobenzene	.001	1,000	Ppb	0	1
Hexachlorocyclopentadiene	.05	1,000	Ppb	50	50
Lindane	.0002	1,000,000	Ppt	200	200
Methoxychlor	.04	1,000	Ppb	40	40
Oxamyl [Vydate]	.2	1,000	Ppb	200	200

PCBs [Polychlorinated biphenyls]	.0005	1,000,000	Ppt	0	500
Pentachlorophenol	.001	1,000	Ppb	0	1
Picloram	.5	1,000	Ppb	500	500
Simazine	.004	1,000	Ppb	4	4
Toxaphene	.003	1,000	Ppb	0	3

### **Volatile Organic Contaminants**

Benzene	.005	1,000	Ppb	0	5
Bromate	.010	1,000	Ppb	0	10
Carbon tetrachloride	.005	1,000	Ppb	0	5
Chloramines	MRDL=4	--	Ppm	MRDL G=4	MRDL=4
Chlorine	MRDL=4	--	Ppm	MRDL G=4	MRDL=4
Chlorite	1	--	Ppm	0.8	1
Chlorine dioxide	MRDL=.8	1,000	Ppb	MRDL G=800	MRDL=800
Chlorobenzene	.1	1,000	Ppb	100	100
o-Dichlorobenzene	.6	1,000	Ppb	600	600
p-Dichlorobenzene	.075	1,000	Ppb	75	75
1,2-Dichlorethane	.005	1,000	Ppb	0	5
1,1-Dichloroethylene	.007	1,000	Ppb	7	7
cis-1,2-Dichloroethylene	.07	1,000	Ppb	70	70
trans-1,2-Dichloroethylene	.1	1,000	Ppb	100	100
Dichloromethane	.005	1,000	Ppb	0	5
1,2-Dichloropropane	.005	1,000	Ppb	0	5
Ethylbenzene	.7	1,000	Ppb	700	700
Haloacetic Acids	.060	1,000	Ppb	n/a	60
MtBE	.013	1,000	Ppb	13	13
Styrene	.1	1,000	Ppb	100	100
Tetrachloroethylene	.005	1,000	Ppb	0	5
1,2,4-Trichlorobenzene	.07	1,000	Ppb	70	70
1,1,1-Trichloroethane	.2	1,000	Ppb	200	200
1,1,2-Trichloroethane	.005	1,000	Ppb	3	5
Trichloroethylene	.005	1,000	Ppb	0	5

TTHM [Total trihalomethanes]	.080	1,000	Ppb	n/a	80
Toluene	1	--	Ppm	1	1
Vinyl Chloride	.002	1,000	Ppb	0	2
Xylenes	10	--	Ppm	10	10

## 7) DELIVERY REQUIREMENTS FOR CCR & CERTIFICATION FORM

All community water systems are required to **mail or otherwise deliver** a copy of their CCR to each of their customers who receive water bills. Posting a CCR in a club house or laundry room, by itself, is not acceptable.

In addition, the US Environmental Protection Agency expects larger water systems (water systems that serve over 3,300 people) to make serious and “good faith” efforts to reach non-bill paying consumers. This means selecting the most appropriate method or methods to reach those consumers. Those options include but are not limited to:

- Posting the CCR on the Internet.
- Mailing the CCR to postal patrons in metropolitan areas the water system serves.
- Advertising the availability of the CCR in the news media.
- Publishing the CCR in a local newspaper.
- Posting the CCR in public places such as city halls, libraries, lunch rooms of public buildings or schools.
- Delivering multiple copies of the CCR for distribution to apartment buildings or large private employers.
- Delivering the CCR to community organizations.

The EPA does not want to place an undue burden on these water systems, but believes that it is in their interest to spread the word about the quality of its water as widely as possible. At a minimum, the EPA would interpret the inclusion of a note in the CCR, asking recipients to share the information with non-bill paying consumers, as part of a “good faith” effort.

Please remember that you are **required to provide a copy of your 2009 CCR to the DWGB no later than July 1, 2009.**

In addition, you are required to send a completed “2009 CCR Certification Form” **to the DWGB by October 1, 2009**

A copy of the Certification Form is located on the next page (page 13) of this document.

**Please send a copy of your 2009 CCR and your completed 2009 Certification Form to:**

**Kristina Stern  
NHDES  
Drinking Water and Groundwater Bureau  
PO Box 95  
Concord, NH 03302-0095**

Kristina Stern can be reached at (603) 271- 6703 or [kristina.stern@des.nh.gov](mailto:kristina.stern@des.nh.gov).

## 2009 CCR Certification Form for New Hampshire Water Systems

CWS Name: \_\_\_\_\_

CWS Town: \_\_\_\_\_

CWS I.D. Number: \_\_\_\_\_

The community water system indicated above hereby confirms that the Consumer Confidence Report has been mailed or hand delivered to all water customers. Further, the water system certifies that the information contained in the report is correct and consistent with the compliance monitoring data previously submitted to the DES Drinking Water and Groundwater Bureau.

DATE(S) CCR was delivered: \_\_\_\_\_

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FOR SYSTEMS THAT SERVE APARTMENT COMPLEXES, SCHOOLS, ECT. (Check all that apply)

“Good faith” efforts were used to reach non-bill paying consumers. Those efforts included the following methods:

- \_\_\_\_\_ Posting the CCR on the Internet at \_\_\_\_\_
- \_\_\_\_\_ Mail the CCR to postal patrons within the service area
- \_\_\_\_\_ Advertising availability of the CCR in news media (attach copy of announcement)
- \_\_\_\_\_ Publication of CCR in local newspaper (attach copy)
- \_\_\_\_\_ Posting the CCR in public places (attach list of locations)
- \_\_\_\_\_ Delivery of multiple copies to single bill addresses serving several persons such as:  
apartments, businesses, schools, and large private employers
- \_\_\_\_\_ Delivery to community organizations (attach a list)
- \_\_\_\_\_ Other \_\_\_\_\_

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**You must sign and date below:**

Certified by: Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ Date: \_\_\_\_\_